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ADMINISTRATIVE ELEMENTS CHECK LIST

(For each work element in which the employee has had experience, there will be attached a brief description of the circumstances--time, place, scope of the work, role of subject, etc.)

WORK ELEMENT

EXPERIENCE

INTEREST

Yes No Little Moderate Great

1. Preparation of statistical charts and reports.
2. Preparation of requests for supplies and equipment.
3. Preparation of annual budget estimates.
4. Reviewing and certifying to expenditures of project funds.

6. Preparation of tables of organization.

7. Enforcement of security procedures.

8. Accomplishing organization and management studies, procedural analyses, etc.

9. Supervising secretariat and registry service for communications.

10. Arranging transportation and travel.

11. Large-scale space allocation and travel.

12. Preparation of personnel requisitions and personnel actions.

13. Directing printing and reproduction activity.

14. Preparation of administrative plans for projects.

15. Conducting records management studies.

16. Etc., Etc.

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